PROVINCE OF SASKATCHEWAN

10-11

ANNUAL REPORT

APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION

FISCAL YEAR ENDING JUNE 30, 2011

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION

SUPPLEMENTARY FINANCIAL INFORMATION
2010-2011

Salaries:

Management

Listed below are Senior Management staff (out of scope) salaries, totaling $50,000 or more, recorded in the fiscal year.

Black, Joe	Chief Executive Officer	$ 157,686.16
Ewen, Rick	Director of Apprenticeship	125,938.00
Wong, Lillie	Director, Corporate Services	114,622.00
Stubbs, Chris	Assistant Director, Program Development	96,448.57
Stanger, Dawn	Strategic Advisor to CEO	82,567.00
Spilsted, Loreena	Assistant Director, Field Services	77,113.24
	Total Out of Scope	**$ 654,374.97**

Listed below are the In-Scope Employees' salaries, totaling $50,000 or more, recorded in the fiscal year.

Permanent

Austin, Jacques	$ 59,716.23	Pusch, Sylvia	75,643.60
Barker, Janet	54,983.22	Rex, Margaret	58,609.56
Barnsley, Grant	53,981.73	Rogers, Barbara	52,376.98
Blankestijn, Paul	63,287.97	Ryba, Andrew	58,219.74
Brown, Darren	64,601.75	Skomorowski, Linda	62,626.27
Burzminski, Melody	67,770.45	Sluchinski, Robert	62,685.49
Butler, Dennis	64,527.74	Smith, Patricia Kim	64,541.14
Cockwill-Melle, Elaine	61,765.26	Wolf-Kaminski, Audrey	76,565.65
Cole, Cindy	55,876.97	Wood, Ross	52,081.93
D'Amour, Brett	64,548.90	Zabolotney, Rennie	78,177.18
Envik, Rhonda	59,890.97		
Frennette, Karen	75,718.61		
Frey, Dean	69,628.69		
Graham, Kevin	54,318.36		
Hampton, James	64,539.54		
Heisler, Glenn	59,442.81		
Johns, Robert	75,622.05		
Kasper, Frank	68,378.57		
Kroetsch, Dale	64,989.02		
Mailloux, Michel	53,991.25		
McClurg, Tracy	65,950.74		
Pepin, Christopher	50,269.97		

Total In-Scope **$ 2,015,328.34**

SASKATCHEWAN APPRENTICESHIP AND TRADE CERTIFICATION COMMISSION
SUPPLEMENTARY FINANCIAL INFORMATION
2010-2011

Suppliers:

Listed are payees who received $50,000 or more for the provision of goods and services including technical training, lease of space, computer system and other service contracts.

Agilewalls Inc.	$	102,416.87
Carpenters Apprenticeship and Training Trust Fund		129,340.92
Denro Project Management Ltd.		154,852.15
HJ Linnen Associates Ltd.		144,898.80
Ministry of Government Services		134,786.06
Ministry of Information Technology Office		317,659.57
NAI Denro Property Management Ltd.		269,421.31
Northern Apprenticeship Committee Inc.		50,000.00
Parkland Regional College		200,194.14
Professional Building on Quebec Avenue Inc.		51,080.04
Saskatchewan Indian Institute of Technologies		428,083.78
Saskatchewan Institute of Applied Science & Technology		13,890,859.73
Saskatchewan Tourism Education Council		82,950.00
SaskPower Corporation		214,702.65
SaskTel		75,395.16
Western Trade Training Institute		157,294.09
Total	**$**	**16,403,935.27**

Table of Contents

Letters of Transmittal 3

A Message from the Commission Board Chairperson 4

A Message from the Chief Executive Officer 5

Alignment with Saskatchewan Government Direction 6

Commission Overview 8
- Governance 8
- Authority 9
- Mandate and Operational Activities 9
- Board of Directors 9

2010-11 Results at a Glance 11
- Summary of Performance Results 11
- Summary of Financial Results 12

2010-11 Year in Review 14

2010-11 Performance Results 17

2010-11 Financial Results 28

2009-12 Strategic Plan and 2011-12 Business Plan 40

Appendix A: Organizational Chart - June 30, 2011 41
Appendix B: 2010-11 Costs Attributed to Medium-Term Outcomes 41
Appendix C: Registrations, Completions and Cancellations by Designated Trade 2010-11 42
Appendix D: Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2010-11 44
Appendix E: Journeyperson Examinations 2010-11 46
Appendix F: Saskatchewan's Industry Sectors and Designated Trades 48
Appendix G: Definition of Terms Used in This Report 49
Appendix H: Saskatchewan Apprenticeship and Trade Certification Commission Offices 50

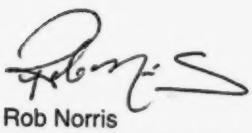
Letters of Transmittal

October 2011

The Honourable Dr. Gordon L. Barnhart
Lieutenant Governor of Saskatchewan
4607 Dewdney Avenue
REGINA SK S4T 1B7

Your Honour:
I have the honour to present the Saskatchewan Apprenticeship and Trade Certification Commission Annual Report for the year ending June 30, 2011. The financial statements included in the report were prepared in accordance with *The Apprenticeship and Trade Certification Act, 1999*.

Respectfully submitted,



Rob Norris
Minister Responsible for the
Saskatchewan Apprenticeship and Trade Certification Commission

October 2011

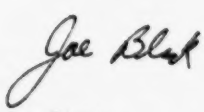
Honourable Rob Norris
Minister Responsible for the Saskatchewan Apprenticeship
and Trade Certification Commission
Room 208, Legislative Building
REGINA SK S4S 0B3

Dear Minister Norris:

We have the honour to present the Annual Report of the Saskatchewan Apprenticeship and Trade Certification Commission for the period July 1, 2010 to June 30, 2011.

Respectfully submitted,

Garry Kot
Commission Board Chairperson



Joe Black
Chief Executive Officer

A Message from the Commission Board Chairperson

On behalf of the Commission Board of Directors, I am pleased to present the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) 2010-11 Annual Report.

In September 2010, the SATCC Board experienced changes to its membership. I want specifically to thank retiring Board members, Hazel Hack, Tom Mullin, Mervin Roncin and Walter Wilkinson for their service on the Board of Directors and their dedication to apprenticeship.

On behalf of the Board, I extend a warm welcome to the new members who joined the Board, Linda Turta, Theresa Hards, Clarence George and Bryan Leier.

The new Board members join the other members of the Board of Directors, as well as almost 600 industry representatives who volunteer as members of the Saskatchewan Trade Boards (TB), Curriculum and Examination Development Boards (CEDB) and Trade Examining Boards (TEB). It is the hard work, commitment and dedication of all these individuals which contributes to the high quality standards for service delivery and certification - the hallmark of the Saskatchewan apprenticeship training and trade certification system.

Since 2009, the SATCC Board has focussed attention, time and resources on a number of activities to strengthen and improve governance practices. The SATCC Board recognizes the importance of achieving the best possible governance standards and practices to provide the highest level of oversight and strategic leadership to the Saskatchewan apprenticeship and trade certification system.

Some of the governance activities undertaken in 2010-11 include:

Transparency

- Minutes of all SATCC Board of Directors meetings are now available to the public on the SATCC website at www.saskapprenticeship.ca/COMMISSION_BOARD/.

Accountability and Responsibility

- Revised and implemented the annual CEO performance management process
- SATCC Board members completed a revised Board self-evaluation process
- Held a Board governance planning session and Board orientation sessions for both continuing and newly appointed Board members
- Completed the review and revision of the Board's 32 policies
- Reviewed and revised the Board committee structure resulting in four standing committees and two ad hoc committees
- Developed a Terms of Reference for each new Board committee and reviewed and revised existing committee Terms of Reference
- Updated a Board Orientation Manual – written material to support the in-person orientation; the manual includes *The Apprenticeship and Trade Certification Act, 1999 and Regulations*, SATCC Board Policies, SATCC Board Committee Terms of Reference, current copies of the SATCC Strategic Plan, Business Plan and Annual Report
- Produced a Board Handbook – a quick reference guide regarding Board member fiduciary and strategic leadership responsibilities

In the coming year, the SATCC Board will continue to focus on governance, as well as refreshing the Board's Strategic Planning process, leading to the development of the 2012-15 SATCC Strategic Plan.

I want to thank all my colleagues on the SATCC Board of Directors, the staff at the Commission, our partners in government, industry and the training system for their continued support and collaboration. Without this collaboration and a shared belief in the importance of the apprenticeship model, the SATCC would not be able to provide Saskatchewan apprentices, employers and tradespersons with one of the best apprenticeship and certification programs in Canada.

Garry Kot, SATCC Board Chairperson

A Message from the Chief Executive Officer

The results are in and the Saskatchewan Apprenticeship and Trade Certification Commission experienced continued growth in 2010-11.

- 1,333 - Completion of Apprenticeship Certificates issued - a 12.9% increase over the previous year.
- 1,510 - Journeyperson Certificates issued - a 25.2% increase over the previous year.
- 2,854 - New apprentices were registered during the year - a 2.7% increase over the previous year.
- 5,531 - Apprentices attended technical training in 2010-11 - a 67.8% increase over 2006-07.
- 9,442 - Total number of registered apprentices at year end - a 3.3% increase over the previous year and a 39.3% increase since 2006-07.
- 12,041 - Total registered apprentices who received services in 2010-11.

The 2010-11 Annual Report presents the operational activities and financial results for the fiscal year ending June 30, 2011. It reports to the public, stakeholders and elected officials on key accomplishments of the Commission over the past year and the goals, key actions and performance measures set out in the SATGC 2009-12 Strategic Plan and the 2010-11 Business Plan.

I am very pleased that the Commission and its staff have been able to continue the delivery of high quality services to its clients in the face of continued growth with finite resources. We didn't achieve this alone. Our partners in government, industry and the training system all contributed greatly to maintain the very successful delivery of the apprenticeship and trade certification system in Saskatchewan.

Key initiatives undertaken this year looked to the future to try to ensure the apprenticeship system continues to respond to the ever changing economic environment and labour market in which we operate.

Efforts to map and assess the work processes in each of the Commission's business units began in 2010 and will continue into 2011. At the conclusion of the initiative, it is anticipated that work processes will be clearly articulated, streamlined and standardized to continuously improve client services.

The SATCC continues to work in partnership with Manitoba Apprenticeship, SIAST and Red River College to develop and implement online programs in nine designated trades.

The Commission was front and centre in creating a work group with representatives from industry, government and training providers to provide a forum for discussion of strategies to increase the participation of women in the skilled trades in Saskatchewan. The work group organized a one day summit in May 2011 to explore barriers to female participation in the skilled trades, to develop recommendations to remove the barriers and to prepare a final report of the discussions and ideas generated during the forum. www.saskapprenticeship.ca/WOMEN_IN_NONTRAD_TRADES/.

My very special thanks go to the SATCC Board of Directors, industry partners, the Ministry of Advanced Education, Employment and Immigration (AEEI) and the entire staff at the Commission. Your dedication and professionalism reflect the strong performance of Saskatchewan's apprenticeship and trade certification system, as evidenced in this annual report.

It is an exciting time for apprenticeship in Saskatchewan. I look forward to continued engagement with our partners and stakeholders. Under the guidance of the Board, the Commission's Strategic Plan will be refreshed in the coming year to ensure the Saskatchewan apprenticeship system continues to meet the needs of apprentices, employers and tradespeople.

Joe Black

Joe Black, CEO

Alignment with Saskatchewan Government Direction

The Commission's strategic goals, key initiatives, operations and programs align with and support Saskatchewan's strategic direction as set out by the provincial vision and strategic goals.

The Government's vision is:

- A secure and prosperous Saskatchewan, leading the country in economic and population growth, while providing opportunity for a high quality of life for all.

The Government's vision is supported by its ongoing support for the following three strategic goals:

- Sustain economic growth for the benefit of Saskatchewan people, ensuring the economy is ready for growth and positioning Saskatchewan to meet the challenges of economic and population growth and development.
- Secure Saskatchewan as a safe place to live and raise a family where people are confident in their future, ensuring the people of Saskatchewan benefit from the growing economy.
- Keep Government's promises and fulfill the commitments of the election, operating with integrity and transparency, accountable to the people of Saskatchewan.

Within each goal are strategic themes and actions through which provincial Ministries, Agencies and Commissions work toward a secure and prosperous Saskatchewan.

The Government is committed to improving educational outcomes for our First Nations and Métis students. The education of these students is a crucial precursor to their full participation in the labour market, and in Saskatchewan's future prosperity. Ministries throughout the Government are working collaboratively with First Nations and Métis leaders toward this purpose. The goal is simple and profound: create a strategy best suited to the needs of this important group of students.

The Commission reports to the Minister of Advanced Education, Employment and Immigration (AEEI). The Premier has directed the Minister of AEEI to assign a high priority to a number of initiatives. Those initiatives with a direct impact on the SATCC include:

- Ensure that post-secondary institutions contribute to the goals of building an innovative economy, improving results and outcomes and maintain tuition affordability for students.
- Develop and implement a provincial strategy for First Nations and Métis learners that focuses on student performance, bridges the gap in graduation rates at the post-secondary level, and expands workforce participation.
- Actively participate in inter-provincial Western Canadian partnerships related to labour market development and post-secondary education.
- Establish a Saskatchewan scholarship and bursary fund matched by funds raised by post-secondary institutions, the private sector, and community-based partners.
- Increase apprenticeship training and employment opportunities.

Apprenticeship and trade certification is fundamentally a labour market development program that provides a platform for workplace training and industry certification in 47 designated skilled trades and 23 sub-trades. To become a registered apprentice, a person must be working with a sponsoring empioyer. The employer must be willing to register the apprentice with the SATCC and provide the workplace training that will allow the apprentice to learn and accomplish the competencies of the skilled trade that result in a Journeyperson Certificate of Qualification.

In this context, apprenticeship is a demand side training program, serving the needs of persons who are employed and registered in a skilled trade. Apprenticeship training differs from supply side pre-employment type training programs that are generally offered in post-secondary training institutions to prepare graduates for entry into the workforce.

With continued high numbers of registered apprentices, the Commission is supporting industry growth through the development of a more highly skilled labour force, resulting in an enhanced provincial economy.

New and existing SATCC programs are helping to engage Saskatchewan youth and the Aboriginal population. The Commission continues to demonstrate strong leadership in apprenticeship

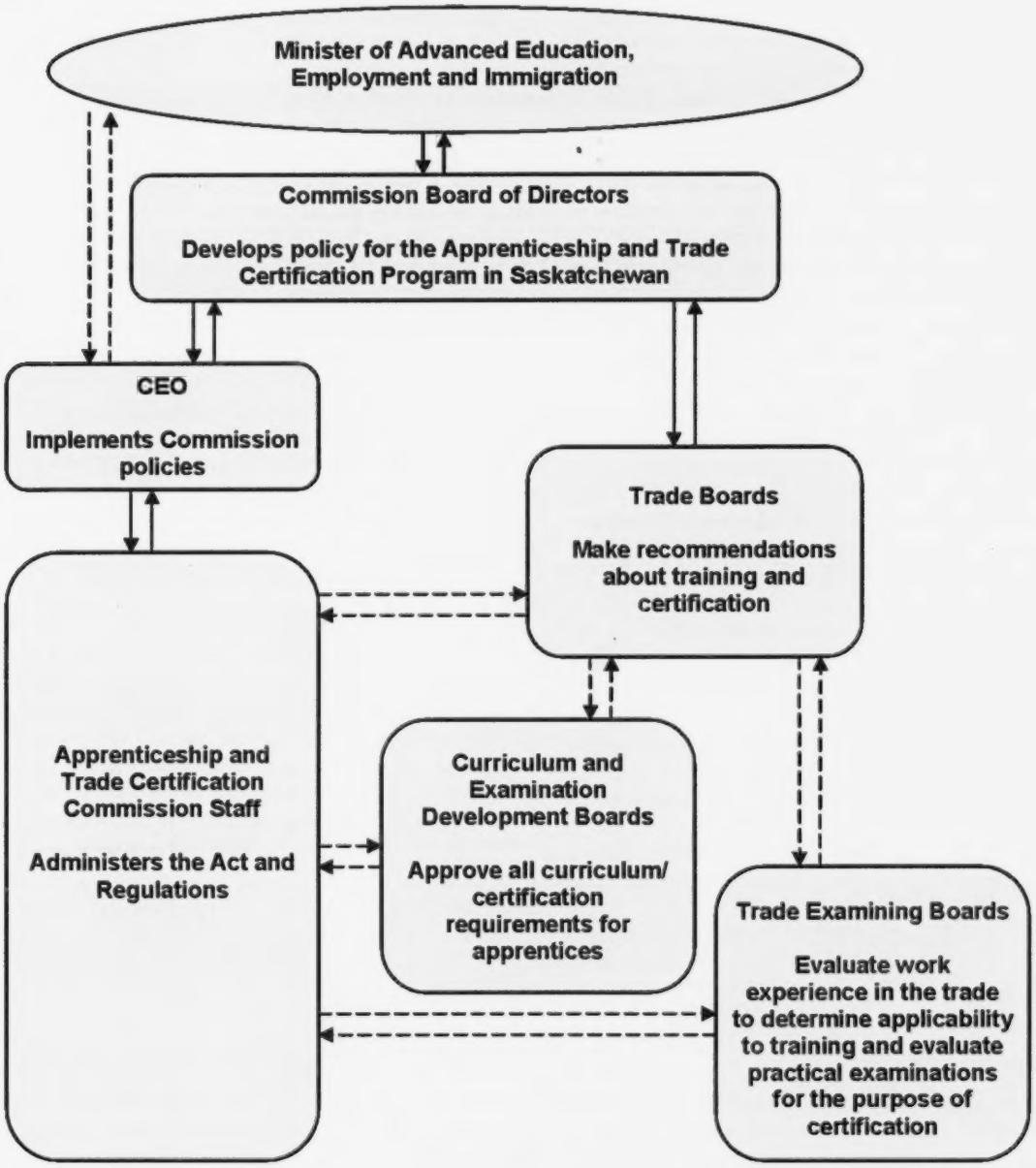
and trade certification throughout Canada to ensure program effectiveness and continuous improvement.

In the following table, the SATCC highlights the alignment of its strategic directions to Saskatchewan's strategic goals.

PROVINCIAL STRATEGIC GOAL	PROVINCIAL STRATEGIC DIRECTION	SATCC ACTIONS AND OUTCOMES WHICH DEMONSTRATE ALIGNMENT
Economic Growth	Highly educated, skilled, and adaptable workforce	9,443 apprentices registered in 47 designated trades; the apprenticeship model integrates workplace experience and technical training.
Economic Growth	Highly educated, skilled and adaptable workforce	Work with other provinces to ensure labour mobility; 52 Red Seal trades; Saskatchewan has designated 39 of the Red Seal trades.
Economic Growth	Increased innovation and education in the province	Continue support of programs targeted to youth, Aboriginal people and women.
Economic Growth	Effective labour force development	12,041 registered apprentices received services; programs for equity groups; labour market matching; competencies matched with employer needs; increased technical training seats to support increased numbers of registered apprentices.
Economic Growth	Infrastructure to support industry and economic activity	Skilled trade workplace and technical training and certification programs.
Economic Growth	Leadership in communication and cooperation of provinces in the New West Partnership	Maintain Saskatchewan's position as a leader in national and interprovincial apprenticeship and skilled trade committees and organizations. Saskatchewan and Alberta have agreed to partner on the Blue Seal program. This initiative encourages both apprentices and journeypersons to develop their business skills to become entrepreneurs.
Economic Growth	Keep young people in Saskatchewan	Saskatchewan Youth Apprenticeship (SYA) Program with 3,858 students participating; SYA Industry Scholarship Program continues with 40 scholarships awarded annually through Saskatchewan industry sponsorship.
Accountability	Financial and operational transparency and accountability	Full compliance with financial standards; provision of audited financial statements in the annual report; accountability model ensures focus on measurable outcomes.
Accountability	Strong partnerships with First Nations and Métis	Aboriginal Apprenticeship Initiative (AAI) operated and expanded over past eight years.
Accountability	Balanced budgets and reduction of debt	SATCC manages its funding to ensure balanced budgets.
Accountability	Professional Public Service	Highly skilled and knowledgeable employee group and competent, experienced management team.

Commission Overview

Governance



——► indicates direct reporting relationship
- - - -

Authority

The Apprenticeship and Trade Certification Act, 1999 establishes the Commission as a corporation and agent of the Crown, and authorizes it to manage the apprenticeship and trade certification system in Saskatchewan.

The Commission is given the authority to make regulations to ensure the efficient and effective operation of the apprenticeship system and to meet the needs of industry in a timely manner. Through the industry board structure and the *Act*, the Commission is accountable to the industry it serves and the Government of Saskatchewan.

The Commission reports to the Minister of Advanced Education, Employment and Immigration (AEEI), who is responsible for the administration of *The Apprenticeship and Trade Certification Act, 1999*. The Commission has 73.5 full time equivalent (FTE) positions and operates nine offices in Saskatchewan.

Mandate and Operational Activities

The Commission uses its human, financial and capital resources to achieve its vision and mandate through key programs and operations.

The following principles and values guide the Commission's work both internally and externally:

- Industry-focus
- Collaboration
- Responsiveness
- Equity
- Transparency
- Accountability
- Innovation
- Excellence

Vision

A skilled and representative trades workforce, industry trained and certified.

Mandate

To develop and execute a relevant, accessible and responsive apprenticeship training and certification system to meet the needs of employers, apprentices, journeypersons and tradespersons.

Operational Activities

The following responsibilities and activities are key to the Commission fulfilling its mandated and legislated responsibilities.

- Administrative support for apprenticeship registration and record keeping for all Saskatchewan apprentices and journeypersons.
- Assess apprentice work experience and prior learning.
- Administrative support and facilitation of Commission and Trade Board activities.
- Develop and implement an annual technical training plan for registered apprentices.
- Develop and administer examinations.
- Administer journeyperson certificates.
- Monitor workplace apprenticeship programs and regulate through employer visits.
- Administer apprentice allowances for technical training.
- Initiate and maintain partnerships with industry, government, other jurisdictions and various stakeholders.
- Lead and participate in interprovincial apprenticeship and trade certification and related activities.
- Develop and implement program promotion and awareness materials and campaigns.
- Prudent management of financial and human resources.

Board of Directors

A Board of Directors of up to 20 members is appointed by the provincial government to govern the Commission. Twelve members are selected by industry, based on sectors and equally representing employers and employees. Other Board members are selected by the Minister Responsible for the Commission and represent other stakeholders in the apprenticeship and trade certification system, including government, training providers and equity groups.

Commission Board Membership – as of June 30, 2011

Commission Board Chairperson
- Garry Kot – Construction Sector Employee Representative

Commission Board Vice-Chairperson
- Doug Christie – Construction Sector Employer Representative

Commission Board Members
Agriculture, Tourism and Service Sector
- Theresa Hards – Employee Representative
- Linda Turta – Employer Representative

Construction Sector
- Monte Allan – Employer Representative
- Gregory Gaudet – Employee Representative
- Randy Nichols – Employee Representative
- Brent Waldo – Employer Representative

Motive Repair Sector
- Tim Earing – Employee Representative
- Bryan Leier – Employer Representative

Production and Maintenance Sector
- Jim Deck – Employer Representative
- Clarence George – Employee Representative

First Nations - Vince Morrissette
Métis - Brett Vandale
Ministry of AEEI - Reg Urbanowski
Ministry of Education - Gerry Craswell
Northern Saskatchewan - Frank Burnouf
Persons with Disabilities - Doug Mitchell
SIAST - Brent Waldo
Women in Trades - Marral Thomson

The Commission Board has adopted the following standing and ad hoc committee structure to facilitate the work of the Board in developing recommendations for the Board's consideration. All Board Committees are supported by SATCC Senior Managers.

Board Standing Committees

Executive Committee
Assists the Board by providing guidance and advice in relation to any matters delegated to it.

Finance/Audit Committee
Assists the Board by ensuring the adequacy and effectiveness of the financial reporting, internal controls and management information systems.

Governance Committee
Assists the Board by providing guidance and advice in relation to board governance, processes, policies and principles.

Inclusion and Program Innovation Committee
Assists the Board by providing guidance and advice in relation to inclusionary practices and innovations in apprenticeship programming.

Board Ad Hoc Committees

Standards Committee
Assists the Board in considering issues related to standards of training, certification, examinations, curriculum and entrance requirements, and to provide guidance to Trade Boards on standards related to those issues.

Trade Board Appointments Committee
Assists the Board by reviewing and developing recommendations for the appointment of members to Trade Boards.

2010-11 Results at a Glance

Summary of Performance Results

- 47 designated trades and 23 sub-trades, four of which are compulsory.
- Certificates issued:
  - Journeyperson 1,510
  - Proficiency 66
  - Completion of Apprenticeship 1,333
  - Learners 255
  - Apprentice Year Cards 7,735
- 12,041 registered apprentices received services during the year.
- 5,531 occupied apprentice technical training seats, with 5,826 seats purchased.
- Average age of Level 1 apprentices 27.7.
- As of June 30, 2011, there were 9,442 apprentices registered with the SATCC; an increase of 3.3% over the previous June.
- 1,272 persons of Aboriginal ancestry registered.
- $400,000 of funding was dedicated to Aboriginal Apprenticeship Initiatives.
- 3,858 youth apprentices were registered from 255 high schools across the province.
- 40 - $1,000 industry scholarships were presented to 39 high schools in Saskatchewan; 36 named industry scholarships.
- The SATCC Facebook page maintained 1,145 active users. There were 11,842 views of the news feed posted this term which began March 11, 2011.
- About 57% of registered apprentices live outside of the urban centres of Regina and Saskatoon.
- 2,133 written and 459 practical journeyperson exams administered.

Key Results Area	2010-11 Business Plan Projections	2010-11 Actual
Total Registered Apprentices on June 30, 2011	9,000	9,442
New Apprentices Registered	2,300	2,854
Youth Apprentices Registered	5,400	3,858[A]
Apprentices in Technical Training	5,869	5,531
Upgraders/Updaters in Training	200	221
Allowance Claims Processed/Approved	5,602	5,531/2,452[B]
Employer/Workplace Visits	3,700	4,890
Work Experience Assessments	20,000	19,382
Psycho-Educational Assessments	70	178
Written Examinations (all types)	2,300	2,133
Practical Examinations	500	459
Journeyperson/Proficiency Certificates Issued	1,400	1,576
Industry Board/Committee Meetings	120	126
Trade Show/Career Promotions	200	324
Revenue Generation (total non-grant revenue)	$2,097,800	$2,203,457

[A] A strike-related disruption of mail service in 2011 affected the number of completed participation forms received by the SATCC.
[B] All apprentices attending technical training can apply for a training allowance; but only those that meet the criteria are eligible to receive one.

Summary of Financial Results

Grant Revenue
The grant from the Ministry of Advanced Education, Employment and Immigration grew by $1,949,000 in 2010-11 as the result of receiving one-time Federal Stimulus funding of $1.8 million and $149,000 for collective agreement costs. The financial statements from 2010 reflect three months of the increased grant revenue received for the 2011 fiscal year which begins in April for the Ministry.

Fees
In 2010-11, the Commission received $2,045,754 in fees for tuition, apprenticeship registrations, tradesperson applications and administrative services. This represents an increase of $99,388 over the previous year. The increase reflects an increase in apprenticeship registrations and increases in the number of apprentices taking technical training.

Industry Contributions
The Commission received funds as a result of an initiative involving companies awarded contracts administered by Government Services. The initiative requires the contractor to contribute $0.21 for every hour worked by each employee working on the contract. The contractor may submit this amount to either the Construction Opportunities Development Council or to the Commission. In 2010-11, the Commission received $7,113 through this initiative. This represents a decrease of $16,944 over the previous year. The Commission has been advised that Government Services would no longer be including this term in their construction agreements.

In 2010-11, industry donations of $76,000 were received for the Saskatchewan Youth Apprenticeship (SYA) Industry Scholarship Program.

Salaries and Personnel Expenses
Salary costs of $4,113,602 in 2010-11 were approximately $580,202 over budget. This resulted from a budgeted 15% vacancy rate; actual vacancy rate was 1%.

Program Contractual Services (Training Costs)
In the 2010-11 year, SIAST, the Commission's main training provider, delivered training valued at approximately $13.89 million. Total training costs in the year were approximately $421,039 less than the previous year, primarily due to some cancelled courses and delay in innovation projects.

Advertising, Promotion and Printing Costs
Advertising and promotional costs in 2010-11 were approximately $115,663 less than 2009-10.

Budget Deficit Versus Annual Surplus
The 2010-11 year activity resulted in a surplus of $621,178. The budget for the year had anticipated a deficit of $540,100. During the 2010-11 year, actual revenues exceeded the budget by $143,529 stemming from increased client fees, proceeds from products and services and interest income. Program contractual services were under budget by $1,466,026 stemming from $512,923 in technology enhanced learning projects started but not completed during the year, $268,000 for training scheduled but cancelled and $362,700 in lower than expected SIAST training costs. In addition, the current year training reflects the difference between the payable set up for June 30, 2010 which was $310,439 higher than the payable which has been set up at June 30, 2011. The remaining amount of $11,963.56 is primarily made up of funds returned to the Commission.

Accumulated Surplus
The accumulated surplus at the end of the fiscal year of $2,440,189 is comprised of financial and non-financial assets. Net financial assets make up $1,506,773 of the total, of which $93,045 is restricted for Aboriginal Apprenticeship Initiatives; $14,235 will be used for office environment improvements in the 2011-12 year; $135,000 is designated for the SYA Industry Scholarship Program; and $31,662 for training contracts. The Commission Board's policy requires a minimum of $517,804 in financial assets to be maintained as a reserve to maintain operations.

Budget Overview for 2011-12

The Commission is budgeting a deficit for 2011-12 in the amount of $915,900 before amortization. Training and Operating expenses will be monitored closely.

Wage-related and training costs in the 2011-12 budget were calculated based on changes in the public sector Collective Bargaining Agreements and provincial government guidelines for out-of-scope employees.

The budgeted salaries expense in 2011-12 includes a 10% vacancy rate. It is expected that retirements and staff movement due to increased career opportunities will continue for the foreseeable future.

2010-11 Year in Review

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) plays a key role in Saskatchewan's labour market development by providing a platform for workplace training, technical training, and industry certification in 47 skilled trades and 23 sub-trades.

The apprenticeship and trade certification program is a demand side training program, serving the needs of apprentices who are employed and registered in a skilled trade. Apprenticeship differs from supply side pre-employment training programs offered in the post-secondary institutions to prepare graduates for the workforce. Apprentices are employed, fully engaged in their chosen careers and contributing significantly to Saskatchewan's prosperous economy.

The SATCC 2010-11 operating year is July 1, 2010 to June 30, 2011. During this period, the SATCC registered 2,854 new apprentices, issued 1,333 Completion of Apprenticeship Certificates and 1,510 Journeyperson Certificates (25.2% increase over the previous year). Services were provided to 12,041 registered apprentices. At year end, 9,442 apprentices were registered, a 3.3% increase over the previous year and a 39.3% increase since 2006-07. The number of apprentices in 2010-11 was 11.3% above the five-year average of 8,482.

The continued increase in apprenticeship registrations and trade certifications generates a considerable level of ongoing demand for more training seats and other services, both from the SATCC and its partners. Investment in the system increased, both from government grants and the fees generated by the SATCC. The increase in government grants and the ability of training providers to meet the demand for training seats meant that 5,531 apprentices were able to attend technical training in 2010-11, an increase of 67.8% over 2006-07 numbers. The number of apprentices in 2010-11 receiving technical training was 20.2% above the five-year average of 4,602.

Over the last year, the SATCC embarked on a project to map and assess the work processes in each of the Commission's business units. This work will continue into 2011. At its conclusion, the results of the project will support the delivery of SATCC services that continue to be effective, efficient and client-centred. This project aligns with the provincial government's Lean initiatives and positions the SATCC to ensure that in the face of sustained growth, the organization is able to operate efficiently without compromising service.

Several factors influenced this growth:

- The average Saskatchewan monthly unemployment rate during the 2010 calendar year was 5.2%, the lowest in Canada.
- The average Saskatchewan monthly participation rate – the labour force as a share of the total population aged 15 and over – during 2010 was 69.9%; among the other provinces only Alberta was higher, with a rate of 72.9%.
- Two industry sectors hire many skilled tradespeople, both in Saskatchewan and in other provinces: non-agricultural natural resource extraction (mining, oil and gas, etc.) and construction. In Saskatchewan, the total employment of all workers in these sectors rose by 5.9% in 2010, compared to 2009. Only Quebec demonstrated a stronger year-over-year level of growth in percentage terms (9.1%).
- The Construction Sector Council, the Mining Industry Human Resources Council, and the Petroleum Human Resources Council released reports in the last year that forecast a continued demand for the skilled trades across Canada for at least the next five to 10 years.
- The federal government continued two grant programs for apprentices, the Apprenticeship Incentive Grant (AIG) and the Apprenticeship Completion Grant (ACG).
- The successful Saskatchewan Youth Apprenticeship (SYA) Program created positive awareness of careers in the skilled trades.

In the typical apprenticeship contract, approximately 80-85% of learning is experiential and occurs in the workplace while the balance takes place in a classroom, lab or shop setting. The employer's ability to provide the apprentice with opportunities to engage in a broad range of the tasks of the trade and to provide him or her with competent supervision and mentoring is a

very important component of the program. The large majority (83.2%) of apprentices [surveyed in 2010] say their employer assigns work that enables them to experience a broad range of tasks. This is supported by employers, the vast majority (96.3%) of whom say they make every effort to assign a broad range of work. Most employers [surveyed] do not have any trouble assigning a range of tasks. *(Source: SATCC Apprentice and Employer Satisfaction Survey Report, August 2010. See www.saskapprenticeship.ca/siteimages/misc%20pamphlets_newsletters/SATCC_Satisfaction_Survey_Report_web.pdf for the full report.)*

To create and maintain an effective infrastructure for apprenticeship skills development, the SATCC's key partners are: employers, apprentices and tradespersons, employer associations, unions, sector councils, the provincial government, the Saskatchewan Institute of Applied Sciences and Technology (SIAST), Saskatchewan regional colleges, other training providers, Aboriginal organizations, and the Canadian Council of Directors of Apprenticeship (CCDA).

The SATCC undertakes a number of activities to support the relationship between employers and apprentices including:

- Assisting employers, apprentices and supervising journeypersons to understand and meet the workplace training requirements of the apprenticeship program.
- Providing information about the services and benefits of the apprenticeship program to apprentices, tradespersons, workplace mentors and employers.
- Evaluating individual workplaces for the delivery of workplace apprenticeship training.
- Developing and distributing standards and guidelines for the workplace training component.
- Developing workplace training plans for individual employers and apprentices.
- Developing, revising and/or approving technical training curricula for all designated trades in Saskatchewan.
- Developing, revising and validating examinations for use in designated trades in Saskatchewan.
- Participating in, and contributing to, the Interprovincial Standards Red Seal Program across Canada.

Saskatchewan's first-ever summit on female participation in traditionally male trades was held on May 6, 2011. More than 70 Saskatchewan industries, training and government stakeholders gathered in Saskatoon to seek strategies to increase women's participation in skilled trades and technologies, and support employers in recruiting, hiring, training and retaining women in the skilled trades and technologies. (For further information and a final proceedings report see www.saskapprenticeship.ca/WOMEN_IN_NONTRAD_TRADES/.)

In addition to providing technical training for apprentices and tradespersons, the SATCC is mandated to ensure that employers comply with journeyperson and apprentice training ratios to ensure sufficient time is available for the journeyperson to mentor the apprentice. Staff and industry representation, through volunteer Board members, play a key role in the success of the SATCC.

- Commission Field Consultants ensure workplace training proceeds in step with technical training.
- Program Development Officers ensure both workplace and technical training curricula are current.
- Training Coordinators monitor apprentices' progress and schedule them for technical training.
- Industry Trade Boards make Commission staff aware of changes, and innovation in industry practices.

Establishing and maintaining occupational standards in the skilled trades involves two factors:

- A competent cohort of program development personnel, including Commission staff and industry volunteers; and,
- Collaboration with partners and stakeholders in the training system.

Each of Saskatchewan's 47 designated trades has dedicated industry representation through the participation of almost 600 members on Trade Boards (TB), Curriculum and Examination Development Boards (CEDB) and Trade Examining Boards (TEB).

The Commission manages the renewal process for the Boards and strives to balance the interests of rural and urban areas, industry sectors, mature and start-up industries, and employers and employees. These Boards revised 38 interprovincial examinations and 155 provincially developed examinations and supporting documents.

The SATCC showed leadership in apprenticeship occupational standards development and maintenance by engaging in the following activities:

- Participating in a CCDA-level investigation into multiple assessment pathways (MAP); the SATCC took the lead for the Cook and Heavy Duty Equipment Mechanic trades.
- Developing, reviewing and/or validating the National and/or Provincial Occupational Analyses (NOAs/POAs) for all existing designated trades in Saskatchewan and those with potential for designation.
- Assisting employers, apprentices and supervising journeypersons to understand and meet the workplace training requirements of the apprenticeship program.
- Developing essential skills profiles for designated trades.
- Assessing work experiences of apprentices and tradespersons.
- Developing workplace training guides for all employers of apprentices to assist with the experiential learning component of the apprentice's training.

Currently, the Red Seal Program encourages the pan-Canadian harmonization of jurisdictional apprenticeship training and certification programs by developing and maintaining interprovincial standards for the 52 Red Seal trades. The SATCC uses only Red Seal standards and examinations in those trades that are both Red Seal and provincially designated.

The Pan-Canadian Framework for the Assessment and Recognition of Foreign Qualifications represents a joint fundamental commitment by federal, provincial and territorial governments to work together to improve the systems for assessing and recognizing foreign credentials in the skilled trades. As labour mobility is guaranteed under the Agreement on Internal Trade (Chapter 7), consistent foreign qualification assessment and recognition practices between jurisdictions is very important.

In March 2011, the SATCC released a report entitled *Understanding the Assessment and Recognition of Foreign Trained Workers in the Red Seal Trades: A Cross-Canada Review of Methodology and Processes in Apprenticeship Systems to Assess and Recognize Credentials and Trade Experience.* This document compared the current methods used by every Canadian province and territory to analyze foreign credentials in the skilled trades. (The report is available at: www.saskapprenticeship.ca/siteimages/misc%20pamphlets_newsletters/FQR_Final_March2011.pdf.) Particularly relevant to the SATCC and its counterparts elsewhere in Canada is the identification of system-wide pressures as well as recommendations for change.

2010-11 Performance Results

Introduction

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) logic model provides a framework for the Commission's strategic and business planning. Included in the model are three broad or medium-term outcomes to which resources and efforts are directed:

- Employer Training Commitment - Effective infrastructure for apprenticeship skills development for employers of skilled tradespersons.
- Trade Skills Development - Increased trade-specific competencies for apprentices and tradespersons.
- Validation of Trades Careers - Increased recognition by the Saskatchewan public of skilled trades as legitimate, valuable and rewarding career choices.

Based upon this framework and the 2009-12 SATCC Strategic Plan, the Commission's 2010-11 Business Plan set out the goals, key actions and performance measures the Commission would undertake during the year, including key initiatives and program priorities.

The following section articulates the Commission's goals, key actions and performance results for its operations from July 1, 2010 to June 30, 2011.

Goal 1
Service Delivery Excellence

To identify, develop, deliver and evaluate services and service targets to meet the needs of internal and external clients.

Key Action 1A

Ensure programs and services are delivered to apprentices, employers and tradespeople to meet the SATCC quality and service standard.

Performance Measures and Results for 1A

- 3,700 employer consultations/workplace visits -- Result -- 4,820 achieved.
- Communicate at least once with each new apprentice -- forecast 2,300 -- Result -- 2,854 achieved.
- Develop Annual Training Needs Assessment and Annual Training Plan to deliver apprenticeship technical training for 5,869 (forecast) registered apprentices -- Result -- Completed January 2011.
- Achieve success rates above national average on Red Seal exams -- Result -- In the 2010 calendar year, 79% of Saskatchewan apprentices eligible to write the Red Seal (Interprovincial) journeyperson exam passed, compared to the national average of 71%.
- 95% employer satisfaction with quality of certified journeypersons -- Result -- In the 2010 Apprentice and Employer Satisfaction Survey, 94.6% of employers surveyed are satisfied with the ability of their apprentices to perform tasks as expected[1].
- 90% employer satisfaction with apprentice ability to contribute to growth and profitability of firm -- Result -- In the 2010 Apprentice and Employer Satisfaction Survey, 96.3% of employers surveyed are satisfied with the ability of their apprentices to contribute to the success of their companies[1].

Apprentices: Registrations, Completions and Cancellations Five Year Overview 2006-07 to 2010-11

Year	Number of Newly Registered Apprentices	Number of Completions	Number of Cancellations	Total Number of Registered Apprentices
2006-07	2,408	765	779	6,779
2007-08	2,853	861	640	8,130
2008-09	2,827	1,036	997	8,924
2009-10	2,778	1,225	1,341	9,136
2010-11	2,854	1,328	1,220	9,442

- 90% apprentice satisfaction with the quality of workplace training and variety of work assigned -- Result -- In the 2010 Apprentice and Employer Satisfaction Survey, 84.1% of apprentices surveyed are satisfied with the quality of their workplace training; 83.2% of apprentices say their employer assigns work so they experience a broad range of tasks[1].

[1] *Apprentice and Employer Satisfaction Survey Report (SATCC, August 2010). The report is available at: www.saskapprenticeship.ca/PUBLICATION/Other_Reports__Info/*

Key Action 1B

Ensure that national industry standards and Red Seal products (e.g. examinations and occupational analyses) reflect industry standards based on input from industry stakeholders.

Performance Measures and Results for 1B

- 120 industry board and committee meetings -- Result -- Held 126 meetings.
- Review and revise 34 Interprovincial examination banks and 121 locally developed examinations and supporting documents -- Result -- Reviewed and revised: 38 Interprovincial examination banks; and 155 locally developed examinations and supporting documents.
- Revise Red Seal National Occupational Analysis (NOA), Table of Specifications (TOS) and examination banks and release exams for Mobile Crane Operator, Hairstylist, Agriculture Machinery Technician, Partsperson and Roofer -- Result -- Revised Red Seal NOA, TOS, and examination banks for Hairstylist and Partsperson trades.

Key Action 1C

Represent Saskatchewan interests and provide leadership at the national and interprovincial level.

Performance Measures and Results for 1C

- SATCC staff to participate at CCDA, ISEC, ICEMS, CAF, and other national initiatives – Result – Staff participated in numerous ongoing national activities and initiatives including:
  - CEO member of the CCDA Executive Committee.
  - Director of Apprenticeship - Chair of the Interprovincial Computerized Examination Management System (ICEMS) Working Group .
  - SATCC Assistant Director of Programs representative on the Interprovincial Standards and Examination Committee

Program Development Activity	2008-09	2009-10	2010-11
Examinations Reviewed/Implemented			
• Interprovincial Examinations	42	33	38
• Provincial Journeypersons	2	1	2
• Level/Placement	8	17	16
• Practical	5	2	4
• Endorsement and Proficiency	1	5	6
• Diagnostic	1	5	2
• Examination Appeals Reviewed	14	43	37
Boards			
• Trade Board/Curriculum and Examination Development Board Meetings	122	116	126
• Trade Board Human Resource Plans	48	44	44
Trade Specific Program, Promotional and Information Materials Revised	115	114	155
Curriculum Changes to Training Providers	16	21	11

(ISEC) and Chair of this Red Seal Program national work group.
- Strategic Advisor to the CEO member of CCDA Research Committee and member on the CAF 2012 Conference Steering Committee.
- Communications and Marketing Manager member CCDA Communication and Promotion Committee.

Goal 2
Staff Resources

To recruit and maintain a positive, flexible and knowledgeable staff with access to training for innovative and technological change to ensure that human resources are able to support organizational needs.

Key Action 2A

Implementation of the SATCC Human Resource Plan.

Performance Measures and Results for 2A

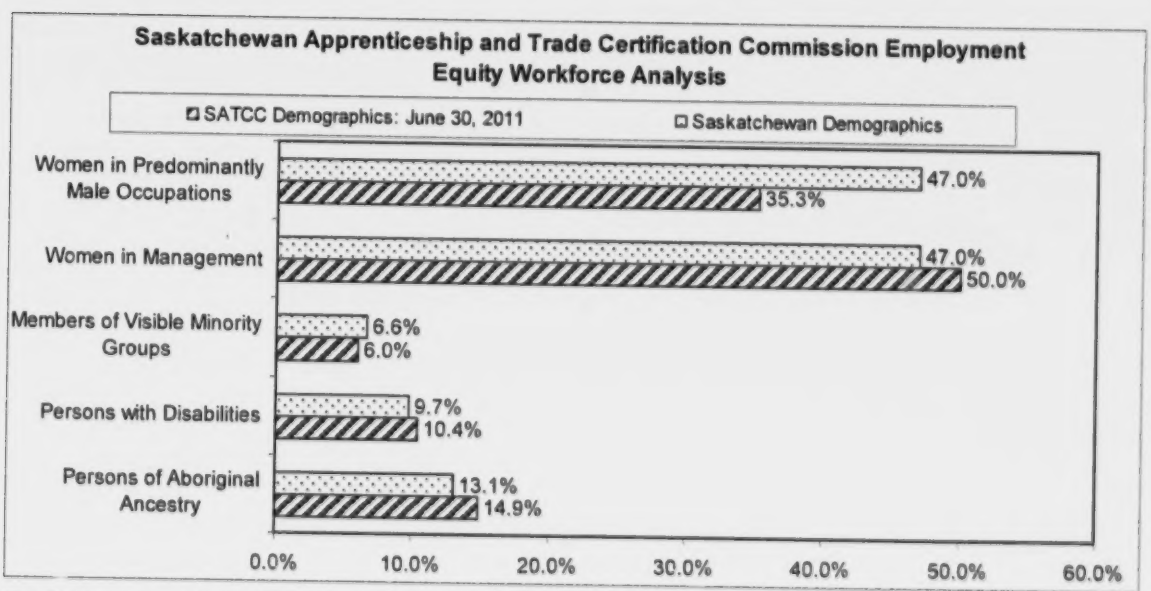
- SATCC workforce equity targets:
  - Persons of Aboriginal ancestry 13.1% -- Result -- 14.9% achieved.
  - Persons with disabilities 9.7% -- Result -- achieved 10.4%.
  - Members of visible minority groups 6.6% -- Result -- 6.0% achieved.
  - Women in underrepresented occupations 47% -- Result -- Achieved 39% (this includes the results for the following sub-categories: women in management at 50% and women in predominantly male occupations at 35.3%).

Key Action 2B

Develop and maintain a healthy and supportive team environment.

Performance Measures and Results for 2B

- Complete SATCC Regina office environment improvements -- Result -- 98% complete at the end of June 2011.



The Chief Executive Officer (CEO) is included in the 2011 statistics.

- Location search for Saskatoon office -- Result -- New office lease signed and office move initiated – subsequent to year end, new Saskatoon office opened to the public in July 2011.
- Two full staff meetings per year -- Result -- Held in December 2010 and May 2011.
- An active UMC that meets regularly -- Result -- Held in September 2010 and December 2010.
- Occupational Health and Safety committees that meet regularly -- Result -- Held in July 2010, October 2010, January 2011 and April 2011.

Key Action 2C

Develop SATCC Staff Training and Development Plan and encourage participation in the optional Employee Development Plan (EDP).

Performance Measures and Results for 2C

- 100% employee participate in staff training -- Result -- 14 staff members (20.9% of all employees) took training for job functions.
- 50% employee participation in optional EDP -- Result -- 20 staff members (29.9% of all employees) took training through EDP.

Key Action 2D

Update Operational Procedures manual.

Performance Measures and Results for 2D

- Review and update 10% of operations manual -- Result -- 25% of operations manual updated.

Key Action 2E

Continue implementation of governance and leadership training for Board members and senior management.

Performance Measures and Results for 2E

- SATCC Board of Directors complete a governance review -- Result -- September 2010 Board orientation and governance planning session identified several governance priorities including:
  - Board activities to enhance governance are progressive and ongoing.
  - Reviewed and revised 32 policies.
  - Reviewed and revised Board Committee structure resulting in four standing committees and two ad hoc committees.
  - Terms of Reference developed for each new Board Committee and existing committees' Terms of Reference reviewed and revised.
  - Implement Board Governance Self Appraisal Survey. SATCC Board members completed a revised self-evaluation instrument, reviewed the results leading to the development of the Board governance planning session agenda.
  - Annual Board planning session -- Held in September 2010.

Goal 3
To Promote Apprenticeship as a Valuable and Rewarding Career Choice

Key Action 3A

Evaluate and revise the Aboriginal Apprenticeship Initiatives (AAI).

Aboriginal Apprenticeship Participation		
Year	**Total Aboriginal Apprentices Registered at June 30**	**Total Aboriginal Journey-persons Certified Each Year**
2006-07	1,028	61
2007-08	1,243	66
2008-09	1,174	71
2009-10	1,216	76
2010-11	1,272	123

Performance Measures and Results for 3A

- Make recommendations to Senior Management Team (SMT) for 2011-12 program changes -- Result -- Final recommendations for 2011-12 AAI in progress, decisions regarding recommendations expected subsequent to June 30, 2011 year end.
- Provide $400,000 in dedicated funding to Aboriginal trades exploration and apprenticeship training -- Result -- Nine projects approved for total funding of $426,500.

Key Action 3B

Promote the AAI to Aboriginal groups.

Performance Measures and Results for 3B

- 30 advertisements in print media -- Result -- 87 advertisements placed; including advertisements directed primarily at Aboriginal audiences.

Key Action 3C

Evaluate foreign work experience program for efficiencies and enhancements on a three year cycle.

Performance Measures and Results for 3C

- Evaluation completed 2009-10, next evaluation required 2012-13.

Key Action 3D

Work with immigrants to determine their level of skill training and place them into the appropriate level for their trade or apprenticeship.

Performance Measures and Results for 3D

- Complete project on immigration registration across Canada to develop recommendations for best practices when registering foreign trades workers -- Result -- *Understanding the Assessment and Recognition of Foreign Trained Workers in the Red Seal Trades: A Cross-Canada Review of Methodology and Processes in Apprenticeship Systems to Assess and Recognize Credentials and Trade Experience* report completed. (The report is available online at: www.saskapprenticeship.ca/PUBLICATION/Other_Reports__Info/.)

Key Action 3E

Work with immigrant serving agencies, SIAST and other government agencies to create a transitional path to employment, training and trade certification for new Canadians.

Performance Measures and Results for 3E

- Attend five consultations regarding foreign trained workers in the skilled trades -- Result -- Five consultations held between March 2011 and June 2011.

Key Action 3F

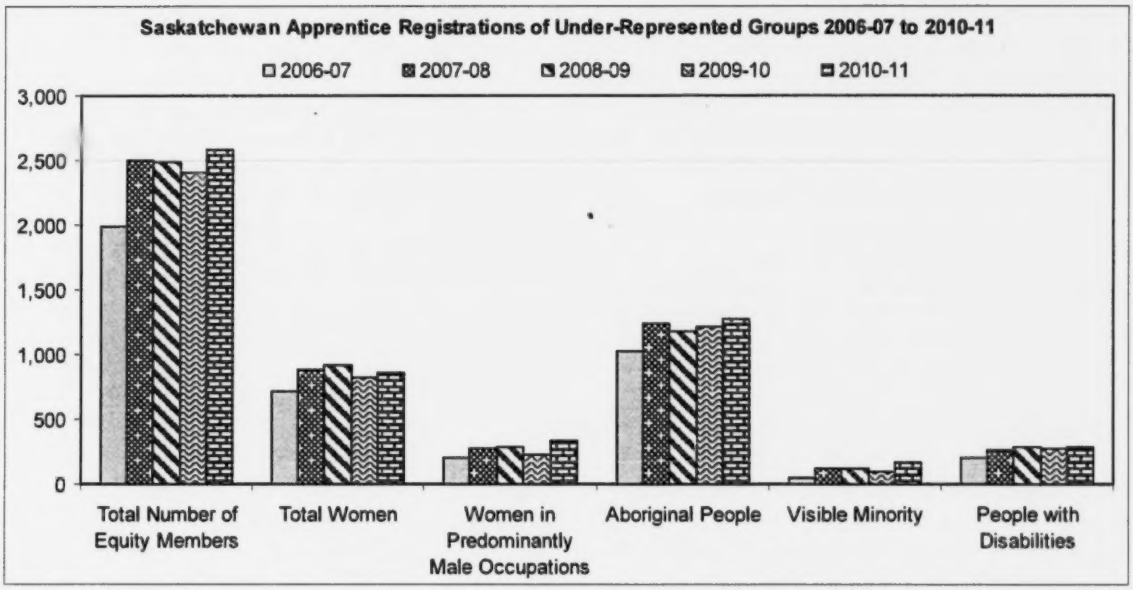
Actively support SIAST Foreign Credential Recognition Program.

Performance Measures and Results for 3F

- Participate on steering committee -- Result -- No meetings of the steering committee held in 2010-11.

Saskatchewan Apprentice Registrations of Under-Represented Groups 2006-07 to 2010-11

Year	Total Number of Equity Members	Total Women	Women in Predominantly Male Occupations	Aboriginal People	Visible Minority	People with Disabilities
2006-07	1,993	719	202	1028	47	199
2007-08	2,500	882	278	1243	117	258
2008-09	2,490	915	285	1174	118	283
2009-10	2,409	824	228	1216	92	277
2010-11	2,579	853	332	1272	165	289



Key Action 3G

Support Women in Trades and Technology through promotion of skilled trades as a career for women.

Performance Measures and Results for 3G

- 30 advertisements featuring women in predominantly male trades -- Result -- 38 advertisements placed.

Key Action 3H

Continue to work towards expanding SYA Program participation through attendance at trade shows, career presentations and maintaining number of schools in SYA Program.

Performance Measures and Results for 3H

- 200 presentations and tradeshows -- Result -- SATCC staff made 324 presentations and tradeshows visits.
- 245 schools participating -- Result -- 255 schools participated.

Key Action 3I

Implement recommendations from the SYA Go Forward Working Group into the SYA Program to improve efficiencies and enhance the Program.

Performance Measures and Results for 3I

- Evaluate the recommendations and implement approved recommendations -- Result -- All approved recommendations implemented.
- Meet with Working Group two times per year -- Result -- In October 2010 the group's work was completed and the Working Group dissolved.

Key Action 3J

Develop and implement a customized database for SYA Program.

Performance Measures and Results for 3J

- Create a SYA database in ACCESS or other appropriate database format -- Result -- Existing database maintained with corrections and updates applied as required.

Saskatchewan Youth Apprenticeship (SYA) Program 2010-11	
Total Number of High Schools Enrolled	255
Total Number of Students Registered as Youth Apprentices	3,858
Number of Students Issued a Certificate of Completion	925
Number of Youth Apprentices Who Registered as Apprentices in the Regular Apprenticeship Program	318
Total Number of SYA Presentations to School Groups	408

Key Action 3K

Promote SYA Industry Scholarships to Saskatchewan high schools.

Performance Measures and Results for 3K

- 363 Saskatchewan high schools receive promotional materials -- Result -- 417 high schools received promotional materials.
- Award 40 SYA Industry Scholarships -- Result -- 40 scholarships awarded in May 2011; 25 scholarships paid to apprentices previously awarded scholarships in 2009 and 2010 who met the following requirements to receive payment, within two years of being awarded the scholarship:
  - completed one year of a contract of apprenticeship in Saskatchewan, including passing Level One technical training; or
  - successful completion of one year of a Saskatchewan post-secondary training program in a designated skilled trade.

Key Action 3L

Through Board membership, support the operations of the Regina and Saskatoon Trades and Skills Centres to promote articulation of short-term programming with designated trades.

Performance Measures and Results for 3L

- SATCC will nominate a representative to each Board -- Result -- Representatives nominated in September 2010.

Goal 4
Communication

To develop timely, accurate and clear communication methods based on what is needed to communicate and with whom we need to communicate.

Key Action 4A

Advertise apprenticeship and trades as a rewarding career choice.

Performance Measures and Results for 4A

- Place a minimum of 1,300 advertisements in different media (newspapers, newsletters, radio, television, website, educational providers, unemployment offices) -- Result -- 153 advertisements placed in different media as the Rawlco Radio Seeds of Success campaign was cancelled.
- Solicit media to run eight apprenticeship news articles highlighting various apprenticeship items -- Result -- 12 news articles on apprenticeship ran in various media outlets.
- Collaborate with industry sectors -- Result -- two sector partner brochures and two trades profiles.
- Implement social media ads (youth and employers) -- Result -- As of March 2011 when the Facebook page was launched, 243 people continue to like page, the site had 777 views, 353 unique users, 1,145 active users and 11,842 views of news feeds.
- Implement bus advertisements (interior - youth, exterior - employers/parents/teachers) -- Result -- nine interior signs and 29 exterior bus ads promoting apprenticeship to employers, youth and women in predominantly male trades.

- Unique SATCC website visits at 98,000; total website visits at 145,000 -- Result -- 99,024 unique visits to the SATCC website and 159,039 total number of website visits.

Key Action 4B
Develop key messages for stakeholders and the general public.

Performance Measures and Results for 4B
- Annual Communications Plan developed -- Result -- Planning for communications related activities completed as part of 2010-11 budget development process.

Key Action 4C
Profile outstanding achievement in trade certification.

Performance Measures and Results for 4C
- Hold annual Apprenticeship Awards event -- Result -- Held in November 2010 in Regina.
- Feature award recipients on the SATCC website -- Result -- 2010 recipients posted to the SATCC website at www.saskapprenticeship.ca/News/66/.

Key Action 4D
Incorporate key messages from the Ministry of Advanced Education, Employment and Immigration (AEEI) and the Government of Saskatchewan to ensure strategic alignment.

Performance Measures and Results for 4D
- Align AEEI and the Government of Saskatchewan strategic plans as part of SATCC reporting functions -- Result -- The 2009-10 Annual Report, 2011-12 Operations Forecast, and the 2011-12 Business Plan submitted to the appropriate government officials as required.

Key Action 4E
Evaluate, revise and renew organizational communication themes.

Performance Measures and Results for 4E
- Annual Communication Plan developed and approved -- Result -- Planning for communications related activities completed as part of 2010-11 budget development process.

Goal 5
Managing Financial Resources
To ensure sufficient financial resources for the continued delivery of services to internal and external clients.

Key Action 5A
Develop annual budget based on needs and changes to operations forecast financial needs.

Performance Measures and Results for 5A
- Complete operational forecasts/budget on time and present to SMT, Board and Ministry of AEEI -- Result -- SATCC 2009-10 Annual Report, 2011-12 Operations Forecast, and the 2011-12 Business Plan presented to SMT, SATCC Board and Ministry of AEEI, as appropriate and on time.

Key Action 5B
Develop and implement technical options to enhance efficiencies and determine processes for streamlining (includes technical options and office structures).

Performance Measures and Results for 5B
- Identify efficiencies (technical, office related) and implement solutions -- Result -- The following areas mapped from April 1, 2011, to August 31, 2011:
  - Examination;
  - Training Administration; and
  - Assessment.
- Identify top two priorities and streamline -- Result -- The SMT reviewed results from the initial Business Process Mappings (BPM) conducted earlier in 2010-11 and await results from other areas to determine appropriate priorities.

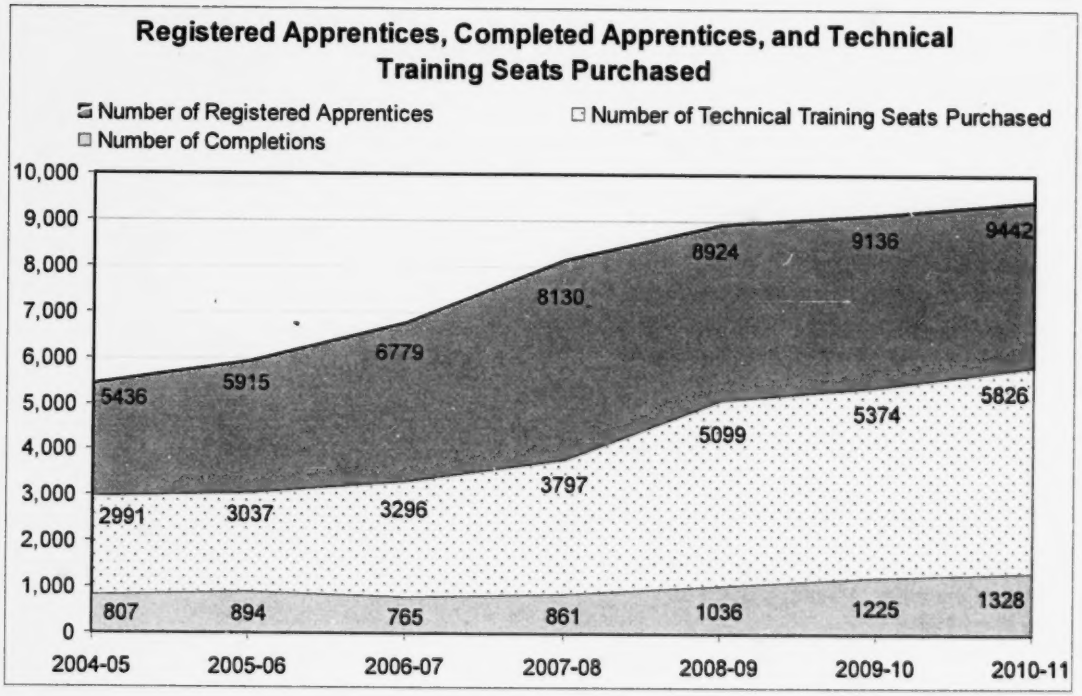
- Access to new data and statistics -- Result -- Several reports prepared for SATCC use including:
  - A bibliography of current research regarding women in predominantly male trades;
  - Select statistical comparisons for the western provincial apprenticeship systems; and
  - Labour market information for provincial, national and various industry sectors.
- Complete necessary repairs and improvements to the SATCC office environment in Regina -- Result -- 98% complete as of June 30, 2011.

Key Action 5C

Contact stakeholder resources and identify needs and resources for projects.

Performance Measures and Results for 5C

- 10 consultations with stakeholders to determine their needs and resources -- Result -- Meetings held with AEEI, Saskatchewan Construction Association, Saskatchewan Mining Association, Saskatchewan Automobile Dealers' Association, Saskatchewan Provincial Building and Construction Trades Council, SIAST, Carlton Trail Regional College, Cumberland Regional College, Great Plains Regional College, Northlands Regional College, North West Regional College, Parkland Regional College and Southeast Regional College.
- Apply additional funding to finance special projects, as it becomes available -- Result -- The following report was released publicly by SATCC on March 14, 2011: *Understanding the Assessment and Recognition of Foreign Trained Workers in the Red Seal Trades: A Cross-Canada Review of Methodology and Processes in Apprenticeship Systems to Assess and Recognize Credentials and Trade Experience/* (The report is available online at: www. saskapprenticeship.ca/ PUBLICATION/ Other_Reports__Info/.)



Goal 6
Innovation

Improve processes and technology to streamline programs and activities to provide consistent, accurate information and services to internal and external clients.

Key Action 6A

Identify and encourage innovative and collaborative approaches to technical training by employers, unions, SIAST, regional colleges and other training partners. Revise technical training and testing materials to address changing workplace practices through regular meetings with trade experts, training providers to ensure the program remains current.

Performance Measures and Results for 6A

- 120 industry board meetings per year -- Result -- Held 126 meetings.
- Recommendations on technical training based on industry input -- Result -- 11 curriculum changes provided to training partners; SATCC engaged with industry to:
  - Review two IP (Red Seal trade) program guides: Ironworker Reinforcing Rebar and Motor Vehicle Body Repairer.
  - Revise program content objective locally for two trades: Powerline Technician and Industrial Mechanic (Millwright).

Key Action 6B

Evaluate and revise pilot initiative to deliver specialized training, such as Electrician upgrading through internet delivery and add more training as necessary.

Performance Measures and Results for 6B

- Four online technical training initiatives -- Result -- two online projects completed; as a result of developmental delays by the vendor it is expected the other two projects will be released in early 2011-12.

Key Action 6C

Identify operational and program efficiencies through the enhancement of current technology or implementation of new technologies.

Performance Measures and Results for 6C

- Review how other jurisdictions register apprentices and look for efficiencies in each jurisdiction to improve the process in Saskatchewan -- Result -- Ongoing discussions with the SIAST; internal business mapping project in progress, expected completion in 2011-12.

Key Action 6D

Regular review of new and key initiatives.

Performance Measures and Results for 6D

- Compile annual report for Senior Management Team -- Result -- In conjunction with ongoing review of initiatives at SMT meetings, the SMT annually prepares the following reports:
  - a Trimester Report to the Board regarding key initiatives;
  - the Business Plan;
  - an Operations Forecast for the next fiscal year; and
  - an Annual Report.

2010-11 Financial Results and Appendices

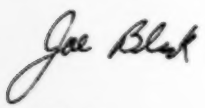
2010-11 Financial Results

Management Report
September 14, 2011

The consolidated financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles.

Management has ensured that the consolidated financial statements are presented fairly in all material respects. Management maintains a system of internal controls over accounting and administrative practices to ensure that the information presented is accurate and reliable. These measures provide reasonable assurance that transactions are recorded and executed in compliance with legislation and required authority, and assets are adequately safeguarded.

The Commission Board is responsible for reviewing and approving the consolidated financial statements and ensures that management fulfills its responsibilities for financial reporting. The consolidated financial statements have been audited by the Provincial Auditor of Saskatchewan. The report follows.



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INDEPENDENT AUDITOR'S REPORT

To: The Members of the Legislative Assembly of Saskatchewan

I have audited the accompanying financial statements of the Saskatchewan Apprenticeship and Trade Certification Commission (Commission), which comprise the Consolidated Statement of Financial Position as at June 30, 2011 and the Consolidated Statements of Operations and Accumulated Surplus, Change in Net Financial Assets and Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector Accounting Standards for Treasury Board's approval, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the Commission as at June 30, 2011, and the results of its operations, changes in net financial assets, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Regina, Saskatchewan
September 14, 2011

Bonnie Lysyk, MBA, CA
Provincial Auditor

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Financial Position
As at June 30

	2011	2010
Financial Assets:		
Due from General Revenue Fund (Note 3)	$ 2,603,000	$ 2,330,075
Accounts Receivable (Note 6)	68,060	54,081
Inventory for Resale	-	2,473
Total Financial Assets	2,671,060	2,386,629
Liabilities:		
Accounts Payable and Accrued Liabilities	645,735	620,830
Accrued Vacation Leave	145,767	128,388
Deferred Revenue (Note 7)	3,296	90,738
Deferred Contributions (Note 8)	369,489	314,384
Total Liabilities	1,164,287	1,154,340
Net Financial Assets (Note 10)	1,506,773	1,232,289
Non-Financial Assets (Note 11)		
Tangible Capital Assets (Note 11)	863,137	527,441
Inventory of Promotional Supplies	13,353	16,334
Prepaid Expenses	56,926	42,947
	933,416	586,722
Accumulated Surplus	$ 2,440,189	$ 1,819,011

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Operations and Accumulated Surplus
For the Year Ended June 30

	Budget	2011	2010
Revenue:			
Grants – General Revenue Fund	$ 19,887,000	$ 19,924,872	$ 18,758,631
Client Fees	2,034,800	2,045,754	1,946,366
Industry Contributions	12,000	32,113	24,057
Products and Services	39,000	88,890	7,986
Interest	12,000	36,700	11,101
Total Revenue	$ 21,984,800	$ 22,128,329	$ 20,748,141
Expenses:			
Salaries and Personnel	$ 3,533,400	$ 4,113,602	$ 3,625,206
Program Contractual Services	16,636,800	15,170,774	15,591,812
Amortization	196,200	151,696	95,372
Other Contractual Services	727,700	658,617	529,163
Board Honorariums	124,300	155,501	152,231
Travel	280,700	239,754	254,712
Telephone	65,400	75,875	80,664
Advertising, Promotion and Printing	458,300	310,172	425,835
Space Rental	312,000	362,127	326,144
Equipment Rental	20,300	24,433	22,320
Office Supplies	66,200	105,540	107,507
Postage, Courier and Freight	80,400	110,749	120,493
Other	23,200	28,311	25,819
Total Expenses	22,524,900	21,507,151	21,357,278
Annual Surplus (Deficit)	$ (540,100)	$ 621,178	$ (609,137)
Accumulated Surplus, beginning of year		$ 1,819,011	$ 2,428,148
Accumulated Surplus, end of year		$ 2,440,189	$ 1,819,011

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Change in Net Financial Assets
For the Year Ended June 30

	2011	2010
Annual Surplus (Deficit)	$ 621,178	$ (609,137)
Purchase of Tangible Capital Assets	(487,515)	(475,983)
Amortization of Tangible Capital Assets	151,696	95,372
Loss on Disposal of Tangible Capital Assets	123	247
	(335,696)	(380,364)
Acquisition of Prepaid Expenses	(13,979)	(4,718)
Reduction of Promotional Supplies Inventory	2,981	1,436
	(10,998)	(3,282)
Increase (Decrease) in Net Financial Assets	274,484	(992,783)
Net Financial Assets, beginning of year	1,232,289	2,225,072
Net Financial Assets, end of year	$ 1,506,773	$ 1,232,289

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Consolidated Statement of Cash Flows
For the Year Ended June 30

	2011	2010
Operating Activities:		
Cash Receipts from General Revenue Fund	$ 19,924,872	$ 20,931,881
Cash Receipts from Clients	1,957,522	1,929,366
Interest Received	30,040	10,162
Industry Contributions Received	87,218	304,057
Receipts from the Sale of Products and Services	89,085	4,453
Cash Paid to Employees	(3,984,292)	(3,625,206)
Cash Paid to Suppliers	(2,322,359)	(1,688,032)
Cash Paid to Provide Program Services	(15,170,774)	(15,591,812)
Cash Provided by Operating Activities	611,312	2,274,869
Capital Activities:		
Purchase of Tangible Capital Assets	(338,387)	(475,983)
Cash Applied to Capital Activities	(338,387)	(475,983)
Increase in Cash	272,925	1,798,886
Due from General Revenue Fund, beginning of year	2,330,075	531,189
Due from General Revenue Fund, end of year	$ 2,603,000	$ 2,330,075

(See accompanying notes to the financial statements)

Saskatchewan Apprenticeship and Trade Certification Commission
Notes to the Consolidated Financial Statements
For the Year Ended June 30, 2011

1. Description of Business

The Apprenticeship and Trade Certification Commission (the Commission) was established as an entity by *The Apprenticeship and Trade Certification Commission Act, 1999* effective October 1, 1999.

The Commission is an industry-led agency with a mandate to govern and manage the apprenticeship system in Saskatchewan. The purpose of the Commission is to develop industry occupational standards in apprenticeship trades and to provide services to employers and tradespersons supporting certification based on those standards.

2. Significant Accounting Policies

These financial statements are prepared in accordance with generally accepted accounting principles as recommended by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants and reflect the following significant accounting policies.

a) The Basis of Accounting

The accounts are prepared on the accrual basis of accounting.

b) Revenue

The revenue of the Commission consists of monies provided by the General Revenue Fund (Saskatchewan Advanced Education, Employment and Immigration) to operate the Commission and train apprentices, industry contributions, fees charged to apprentices, monies collected from the sale of products and services and interest revenue. Restricted contributions are deferred and recognized as revenue in the year in which the related expense is incurred. Amounts received for tuition fees, and products and services are recognized as revenue in the year that the goods are delivered or services are provided.

c) Expenses

Expenses represent the cost of resources consumed during the period of operations. Expenses include a provision for the amortization of tangible capital assets.

d) Inventories

Inventories of items for resale are valued at the lower of cost and net realizable value, which is determined by the first-in, first-out method. Inventories of promotional supplies are valued at cost.

e) Tangible Capital Assets

Tangible capital asset purchases are recorded at cost. The cost and related accumulated amortization of items retired or disposed of are removed from the records and any gains or losses are included in the Statement of Operations and Accumulated Surplus.

Amortization is recorded on tangible capital assets on a straight-line basis over their estimated useful lives.

Office Equipment	5 years
Office Furniture	10 years
Computer Hardware	3 years
Leasehold Improvements	Life of lease
Computer Application Software	3 years
System Development	5 years

f) Joint Venture

The Commission has a 2.9% share in a joint venture called the Inter-Provincial Computerized Examination Management System (ICEMS). The results of the joint venture operations have been included in these financial statements using the proportionate consolidation method.

g) Use of Estimates

These statements are prepared in conformity with Canadian generally accepted accounting principles. These principles require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates. Differences are reflected in current operations when identified.

3. Due from the General Revenue Fund

The Commission's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan.

Earned interest is calculated and paid by the General Revenue Fund on a quarterly basis into the Commission's bank account using the Government's thirty day borrowing rate and the Commission's average daily bank account balance. The average rate for the period July 1, 2010 to June 30, 2011 was 1.0% (2010 – 0.3%)

4. Related Party Transactions

These financial statements include transactions with related parties. The Commission is related to all Saskatchewan Crown agencies, such as ministries, corporations, boards, and commissions under the common control of the Government of Saskatchewan.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. In addition, the Commission pays Provincial Sales Tax to the Saskatchewan Ministry of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

The Commission has not been charged with any administrative costs associated with administrative services provided by Saskatchewan Advanced Education, Employment and Immigration and the Ministry of Finance. Also, the Ministry of Finance paid for the employee benefits of the Commission.

The following table summarizes the Commission's transactions with other Government agencies that are not separately disclosed in the financial statements. These transactions are in the normal course of operations and are recorded at agreed upon exchange amounts.

	2011	2010
Conexus Arts Centre	$ -	$ 6,002
Cumberland College	-	8,351
Finance	261	74
Great Plains College	23,760	8,750
Information Technology Office	317,660	369,432
Government Services	134,786	169,978
Northlands College	48,000	15,000
Parkland Regional College	200,194	192,693
Public Service Commission	1,296	3,647
Saskatchewan Cancer Agency	50	50
Saskatchewan Transportation Co.	1,945	991
SaskEnergy Incorporated	879	642
SaskTel	75,395	80,341
SaskPower Corporation	214,703	249,298
SIAST	932,774	1,447,342
Southeast Regional College	25,359	87,314
	$1,977,062	$2,639,905

Saskatchewan Institute of Applied Science and Technology (SIAST) Agreement

The Commission also enters into an annual agreement with SIAST for technical training based upon a Training Needs Assessment prepared prior to each fiscal year. In 2011, the contract amount was $13,000,000 (2010 - $12,000,000) and these amounts are included in the Statement of Operations and Accumulated Surplus under Program Contractual Services.

Interprovincial Computerized Examination Management System (ICEMS)

The Province of Saskatchewan entered into an agreement with the Government of Canada, the nine other provincial governments and the three territorial governments to develop an Interprovincial Computerized Examination Management System (ICEMS). The Commission is a member of the ICEMS Steering Committee. The Commission has joint control over the operating policies of ICEMS. The Commission's pro-rata share of its interest in this joint venture is as follows:

	2011	2010
Due from General Revenue Fund	$ 33,736	$ 9,698
Accounts Receivable	1,550	673
Accounts Payable and Accrued Liabilities	410	310
Revenue – Products and Services	50,058	30,442
Expenses – Other Contractual Services	25,243	27,110

The Federal Government collects the monies for ICEMS from the provinces and territories and forwards them to the Commission. The ICEMS Steering Committee approves disbursements from monies held in trust by the Commission to pay for the development of the ICEMS. Since these monies are held in trust for the ICEMS joint venture, they are not reflected in these financial statements, except as noted above. At June 30, 2011, the Commission held in trust cash for the ICEMS in the amount of $1,163, 649 (2010 - $334,517). During the year, the Commission received $1,696,382 (2010 - $1,082,044) for ICEMS and disbursed $867,250 (2010 - $967,120).

5. Financial Instruments

The Commission's financial instruments include: due from the General Revenue Fund; accounts receivable; accounts payable and accrued liabilities; and accrued vacation leave. The carrying amount of these financial instruments approximates fair value due to their immediate or short-term maturity. These financial instruments have no interest or credit risk.

6. Accounts Receivable

Accounts receivable are composed of the following:

	2011	2010
Grants – General Revenue Fund	$ 45,000	$ 45,000
Interest receivable	9,614	2,955
Other	13,446	6,126
Total accounts receivable	$ 68,060	$ 54,081

7. Deferred Revenue

Deferred revenue is comprised of tuition fees received from apprentices before June 30, 2011 for training which will occur after June 30, 2011.

8. Deferred Contributions

Deferred Contributions represents unexpended funds externally restricted for the Saskatchewan Youth Apprenticeship Industry Scholarship Program. In 2010-2011, the Commission received funds from industry totaling $76,000. In 2010-2011, twenty five $1,000 scholarships were paid out and $4,105 was earned in interest.

9. Operating Lease

The Commission entered into a lease agreement for rental space at 2140 Hamilton Street, Regina. The annual lease payments agreed to are:

2011-2012 - $116,928	2014-2015 - $131,544
2012-2013 - $131,544	2015-2016 - $131,544
2013-2014 - $131,544	2016-2017 - $131,544

The Commission is responsible for the payment of operating expenses related to this premises. The lease agreement expires June 30, 2017.

10. Designated Assets

Designated assets comprised the following of total net financial assets:

	2011	2010
Financial assets designated for Aboriginal initiatives	$ 93,045	$ 207,470
Financial assets designated for renovations	14,235	47,183
Financial assets designated for training contracts	31,662	-
Financial assets designated for Saskatchewan Youth Apprenticeship Industry Scholarship Program	135,000	50,000
Undesignated financial assets	1,232,831	927,636
Total net financial assets	$ 1,506,773	$ 1,232,289

11. Non-Financial Assets

The recognition and measurement of non-financial assets is based on their service potential. These assets will not provide resources to discharge liabilities of the Commission. For non-financial assets, the future economic benefit consists of their capacity to render service to further the Commission's objectives.

The table on the next page provides disclosure of the tangible capital assets.

Saskatchewan Apprenticeship and Trade Certification Commission
Tangible Capital Assets
For the Year Ended June 30

	2011							2010
	Leasehold Improvements	Office Furniture	Office Equipment	Computer Hardware	Computer Application Software	System Development	Total	Total
Opening cost	$ 467,794	$ 254,876	$ 43,868	$ 154,058	$ 76,922	$ 253,525	$ 1,251,043	$ 824,264
Additions during the year	469,263	15,555	-	2,697	-	-	487,515	475,983
Disposals during the year	-	(245)	-	(12,792)	-	-	(13,037)	(49,204)
Closing cost	937,057	270,186	43,868	143,963	76,922	253,525	1,725,521	1,251,043
Opening accumulated amortization	109,308	99,572	34,268	150,007	76,922	253,525	723,602	677,187
Annual amortization cost	118,245	27,065	3,127	3,259	-	-	151,696	95,372
Amortization related to disposals	-	(122)	-	(12,792)	-	-	(12,914)	(48,957)
Closing accumulated amortization	227,553	126,515	37,395	140,474	76,922	253,525	862,384	723,602
Net book value of tangible capital assets	$ 709,504	$ 143,671	$ 6,473	$ 3,489	$ -	$ -	$ 863,137	$ 527,441

Saskatchewan Apprenticeship and Trade Certification Commission
Tangible Capital Assets
For the Year Ended June 30

	2011							2010
	Leasehold Improvements	Office Furniture	Office Equipment	Computer Hardware	Computer Application Software	System Development	Total	Total
Opening cost	$ 467,794	$ 254,876	$ 43,868	$ 154,058	$ 76,922	$ 253,525	$ 1,251,043	$ 824,264
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Net book value of tangible capital assets	$ 709,504	$ 143,671	$ 6,473	$ 3,489	$ -	$ -	$ 863,137	$ 527,441

2009-12 Strategic Plan and 2011-12 Business Plan

On May 27, 2009, the SATCC Board of Directors approved the 2009-12 Strategic Plan which contains the following elements:

- An examination of the Commission's current environment;
- Identification of key risk areas;
- Confirmation of the Commission's vision and mandate; and
- The goals, key actions and performance measures that will define the Commission's operational activities over the next three years.

The Strategic Plan can be found on the SATCC website at www.saskapprenticeship.ca/siteimages/Annual%20Reports/SATCC2009-12StrategicPlanonly-June22.pdf.

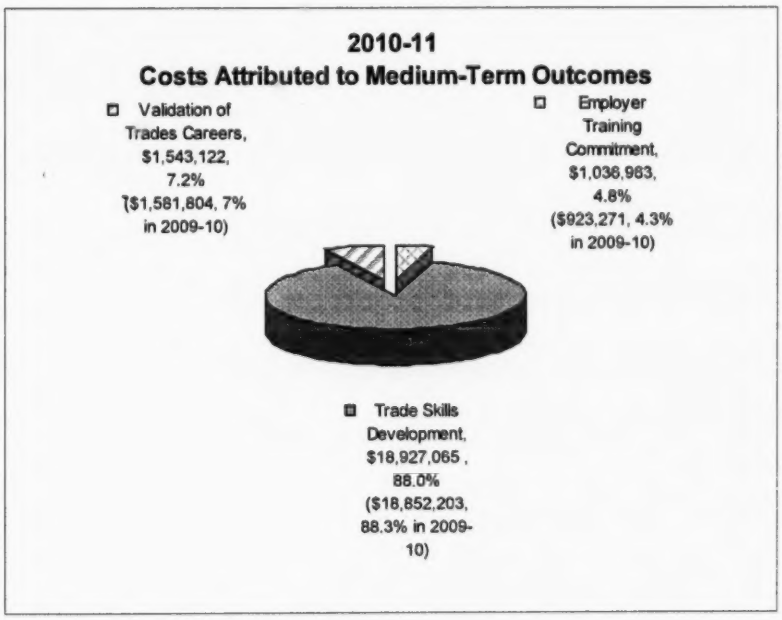
The 2011-12 Business Plan was approved by the SATCC Board of Directors on May 25, 2011. It includes the goals, key actions and performance measures as outlined in the Strategic Plan, as well as the annual budget that will support the operational activities.

The Commission's 2011-12 Business Plan can be found on the Commissions website at www.saskapprenticeship.ca/PUBLICATION/Other_Reports__Info/.

Appendix A:
Organizational Chart - June 30, 2011

Appendix B:
2010-11 Costs Attributed to Medium-Term Outcomes

The following chart indicates the allocation of expenditures for the outcomes of the Commission for the 2010-11 fiscal year.


2010-11
Costs Attributed to Medium-Term Outcomes
Validation of Trades Careers, $1,543,122, 7.2% ($1,581,804, 7% in 2009-10)
Employer Training Commitment, $1,036,983, 4.8% ($923,271, 4.3% in 2009-10)
Trade Skills Development, $18,927,065 , 88.0% ($18,852,203, 88.3% in 2009-10)

Appendix C:
Registrations, Completions and Cancellations by Designated Trade 2010-11

Trade	Number of Apprentices June 30, 2010	Registrations	Cancellations	Completions	Number of Apprentices June 30, 2011
Agricultural Machinery Technician	195	53	10	29	209
Aircraft Maintenance Engineer*					
Automotive Service Technician	390	109	42	46	411
Boilermaker	34	8	2	10	30
Bricklayer	64	14	11	6	61
Cabinetmaker	9	2	1	0	10
Carpenter	1,368	413	300	154	1,327
Sub-trade: Framer	4	1	0	0	5
Sub-trade: Scaffolder	241	99	15	17	308
Construction Craft Labourer	12	3	7	0	8
Cook	133	41	24	11	139
Crane and Hoist Operator	16	7	8	1	14
Sub-trade: Boom Truck Operator "A"	37	17	4	7	43
Sub-trade: Boom Truck Operator "B"	11	3	1	2	11
Sub-trade: Hoist Operator	0	0	0	0	0
Sub-trade: Hydraulic Crane Operator	36	19	0	5	50
Sub-trade: Lattice Boom Crane Operator	6	3	0	0	9
Sub-trade: Tower Crane Operator	1	1	0	1	1
Drywall and Acoustical Mechanic	0	0	0	0	0
Electrician	1,503	486	81	228	1,680
Electronics Assembler	10	4	1	5	8
Esthetician - Nail Technician	1	2	0	0	3
Esthetician - Skin Care Technician	4	1	1	1	3
Food and Beverage Person	37	31	0	18	50
Glassworker	13	7	1	1	18
Guest Services Representative	17	13	0	16	14
Hairstylist	455	210	61	145	459
Heavy Duty Equipment Mechanic	312	76	56	42	290
Horticulture Technician	2	1	0	0	3
Industrial Instrument Technician	132	38	21	37	112
Industrial Mechanic (Millwright)	468	151	22	96	501
Insulator	38	10	9	6	33
Ironworker Reinforcing Rebar	0	8	0	0	8
Ironworker Structural	121	23	3	19	122
Locksmith	3	1	0	0	4
Machinist	168	24	8	16	168
Meat Cutter	3	0	0	0	3

Trade	Number of Apprentices June 30, 2010	Registrations	Cancellations	Completions	Number of Apprentices June 30, 2011
Motor Vehicle Body Repairer	147	40	32	28	127
Sub-trade: Motor Vehicle Body					
Refinisher	3	1	2	0	2
Painter and Decorator	6	2	0	0	8
Partsperson	79	28	8	11	88
Pipeline Equipment Operator					
Endorsement: Dozer	7	0	3	0	4
Endorsement: Excavator	0	0	0	0	0
Endorsement: Grader	0	0	0	0	0
Endorsement: Sideboom	5	0	4	0	1
Plasterer	0	0	0	0	0
Plumber	920	266	108	109	969
Pork Production Technician	0	0	0	0	0
Endorsement: Breeder	0	0	0	0	0
Endorsement: Facilities Maintenance	0	0	0	0	0
Endorsement: Farrowing	0	0	0	0	0
Endorsement: Grower-Finisher	0	0	0	0	0
Endorsement: Nursery Management	0	0	0	0	0
Powerline Technician	193	54	15	35	197
Refrigeration Mechanic	98	42	8	12	120
Rig Technician					
- Derrickhand (Level Two)	91	27	47	0	71
- Driller (Level Three)	45	19	1	1	62
- Motorhand (Level One)	171	86	97	0	160
Roofer	57	14	3	2	66
Sheet Metal Worker	289	62	33	31	287
Sprinkler Systems Installer	45	14	7	8	44
Steamfitter-Pipefitter	152	62	15	12	187
Sub-trade: Petroleum Installer Technician	3	4	1	0	6
Steel Fabricator	52	10	8	9	45
Tilesetter	7	4	0	0	11
Truck and Transport Mechanic	223	46	24	43	202
Water Well Driller	0	0	0	0	0
Welder	699	194	115	108	670
Sub-trade: Semiautomatic Welding Production Operator	0	0	0	0	0
TOTAL	9,136	2,854	1,220	1,328	9,442

** Aircraft Maintenance Engineer Technicians are registered by Manitoba Apprenticeship, to comply with Transport Canada regulations.*

Appendix D:
Attendance in Apprenticeship Technical Training Courses by Trade and Stage of Training 2010-11

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Agricultural Machinery Technician	134	34	23	34	43
Aircraft Maintenance Engineer Technician[1]	0	0	0	0	0
Automotive Service Technician	285	94	56	69	66
Boilermaker	35	8	6	11	10
Bricklayer	32	12	9	11	n/a
Cabinetmaker	5	2	3	0	0
Carpenter	833	237	176	239	181
- Sub-trade: Framer	0	0	n/a	n/a	n/a
- Sub-trade: Scaffolder	110	31	38	29	12
Construction Craft Labourer	0	0	0	n/a	n/a
Cook	69	19	31	19	n/a
Crane and Hoist Operator	2	1	1	0	n/a
- Sub-trade: Hydraulic Crane Operator	32	8	11	13	n/a
- Sub-trade: Lattice Boom Crane Operator	2	2	0	0	n/a
- Sub-trade: Tower Crane Operator	0	0	0	n/a	n/a
- Sub-trade: Boom Truck Operator A	23	11	12	n/a	n/a
- Sub-trade: Boom Truck Operator B	1	0	1	n/a	n/a
Drywall and Acoustical Mechanic	0	0	0	0	n/a
Electrician	1,272	324	383	326	239
Electronics Assembler	10	3	7	n/a	n/a
Esthetician - Nail Technician	n/a	n/a	n/a	n/a	n/a
Esthetician - Skin Care Technician	n/a	n/a	n/a	n/a	n/a
Food and Beverage Person**	30	30	n/a	n/a	n/a
Glassworker	9	2	5	1	1
Guest Services Representative**	12	12	n/a	n/a	n/a
Hairstylist*	11	0	11	n/a	n/a
Heavy Duty Equipment Mechanic	164	36	22	60	46
Horticulture Technician	2	1	1	0	0
Industrial Instrument Mechanic	55	11	12	11	21
Industrial Mechanic (Millwright)	333	46	72	108	107
Insulator	14	7	7	0	n/a
Ironworker Reinforcing Rebar	0	0	0	n/a	n/a
Ironworker Structural	72	24	24	24	n/a
Locksmith	0	0	0	0	0
Machinist	64	6	9	37	12
Meat Cutter	0	0	0	0	n/a
Motor Vehicle Body Repairer	102	23	16	32	31
- Sub-trade: Motor Vehicle Body Refinisher	0	0	0	n/a	n/a

Trade	Enrolment Levels				
	All Levels	First	Second	Third	Fourth
Painter and Decorator	0	0	0	0	n/a
Partsperson	47	27	7	13	n/a
Pipeline Equipment Operator	0	0	0	n/a	n/a
Plasterer[2]	0	0	0	0	n/a
Plumber	672	176	177	182	137
Pork Production Technician	0	0	0	n/a	n/a
Powerline Technician	177	50	48	47	32
Refrigeration Mechanic	66	12	20	24	10
Rig Technician	34	18	16	0	n/a
Roofer	31	15	10	6	n/a
Sheet Metal Worker	153	59	34	36	24
Sprinkler Systems Installer	26	10	7	9	n/a
Steamfitter-Pipefitter	78	28	27	14	9
- Sub-trade: Petroleum Installer Technician	2	2	0	0	n/a
Steel Fabricator	27	8	8	11	n/a
Tilesetter	1	1	0	0	n/a
Truck and Transport Mechanic	154	34	24	48	48
Water Well Driller	0	0	0	n/a	n/a
Welder	350	74	112	164	n/a
- Sub-trade: Semiautomatic Welding Production Operator	0	0	n/a	n/a	n/a
TOTAL	5,531	1,498	1,426	1,578	1,029

[1]Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship.
[2]Plasterer - There is presently no technical training available in Canada for this trade.
**Technical training is completed prior to registration. 2010-11 had a pilot conducted using the apprenticeship model.*
***Technical training is in partnership with Saskatchewan Tourism.*
n/a - No applicable training for this trade/level

Appendix E:
Journeyperson Examinations 2010-11

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Agricultural Machinery Technician	51	32	19
Aircraft Maintenance Engineer *	n/a	n/a	n/a
Automotive Service Technician	80	55	25
Boilermaker	11	10	1
Bricklayer	16	9	7
Cabinetmaker	2	n/a	n/a
Carpenter	218	178	40
Sub-trade: Framer	25	15	10
Sub-trade: Scaffolder	23	17	6
Construction Craft Labourer	39	14	25
Cook	65	26	39
Crane and Hoist Operator	2	n/a	n/a
Sub-trade: Boom Truck Operator "A"	21	11	10
Sub-trade: Boom Truck Operator "B"	16	8	8
Sub-trade: Hoist Operator	0	0	0
Sub-trade: Hydraulic Crane Operator	16	14	2
Sub-trade: Lattice Boom Crane Operator	2	n/a	n/a
Sub-trade: Tower Crane Operator	1	n/a	n/a
Drywall and Acoustical Mechanic	0	0	0
Electrician	327	234	93
Electronics Assembler	7	5	2
Esthetician - Nail Technician	2	n/a	n/a
Esthetician - Skin Care Technician	3	n/a	n/a
Food and Beverage Person	0	0	0
Glassworker	4	n/a	n/a
Guest Services Representative	0	0	0
Hairstylist	245	183	62
Heavy Duty Equipment Mechanic	74	50	24
Horticulture Technician	0	0	0
Industrial Instrument Technician	52	46	6
Industrial Mechanic (Millwright)	162	110	52
Insulator	2	n/a	n/a
Ironworker Reinforcing Rebar	0	0	0
Ironworker Structural	22	20	2
Locksmith	0	0	0
Machinist	14	11	3
Meat Cutter	1	n/a	n/a
Endorsement: Processor	0	0	0
Endorsement: Slaughterer	0	0	0

Trade	Total Exams Written	Total Successful	Total Unsuccessful
Motor Vehicle Body Repairer	33	32	1
Sub-trade: Motor Vehicle Body Refinisher	0	0	0
Painter and Decorator	7	6	1
Partsperson	16	14	2
Pipeline Equipment Operator	0	0	0
Endorsement: Dozer Operator	0	0	0
Endorsement: Excavator Operator	0	0	0
Endorsement: Grader Operator	0	0	0
Endorsement: Sideboom Operator	0	0	0
Plasterer	0	0	0
Plumber	164	110	54
Pork Production Technician	0	0	0
Endorsement: Breeder	0	0	0
Endorsement: Facilities	0	0	0
Endorsement: Farrowing	0	0	0
Endorsement: Grower-Finisher	0	0	0
Endorsement: Nursery	0	0	0
Powerline Technician	34	33	1
Refrigeration Mechanic	17	9	8
Rig Technician	0	0	0
- Motorhand (Level One)	1	n/a	n/a
- Derrickhand (Level Two)	2	n/a	n/a
- Driller (Level Three)	23	22	1
Roofer	16	10	6
Sheet Metal Worker	47	32	15
Sprinkler Systems Installer	10	8	2
Steamfitter-Pipefitter	27	22	5
Sub-trade: Petroleum Installer Technician	3	n/a	n/a
Steel Fabricator	16	9	7
Tilesetter	2	n/a	n/a
Truck and Transport Mechanic	63	51	12
Water Well Driller	0	0	0
Welder	238	138	100
Sub-trade: Semiautomatic Welding Production Operator	0	0	0
TOTAL	2,222	1,559	663

**Aircraft Maintenance Engineer Technicians are registered with Manitoba Apprenticeship to comply with Transport Canada regulations.*
n/a - Due to a SATCC privacy policy, results are not reported for trades with less than six journeypersons.

Appendix F:
Saskatchewan's Industry Sectors and Designated Trades

Agriculture, Tourism and Service

Cook (IP)
Esthetician
- Nail Technician
- Skin Care Technician

Food and Beverage Person
Guest Services Representative
Hairstylist (IP)
Horticulture Technician (IP)[1]
Locksmith
Meat Cutter
- □ Processor
- □ Slaughterer

Pork Production Technician
- Breeder
- Facilities Maintenance
- Farrowing
- Grower-Finisher
- Nursery Management

Construction

Boilermaker (IP)
Bricklayer (IP)
Cabinetmaker (IP)
Carpenter (IP)
- □ Framer
- □ Scaffolder

Construction Craft Labourer (IP)
Crane and Hoist Operator (IP)
- □ Boom Truck Operator "A"
- □ Boom Truck Operator "B"
- □ Hoist Operator
- □ Hydraulic Crane Operator
- □ Lattice Boom Crane Operator
- □ Tower Crane Operator

Drywall and Acoustical Mechanic (IP)
Electrician (IP)*
Glassworker (IP)
Industrial Mechanic (Millwright) (IP)*
Insulator (IP)
Ironworker Reinforcing Rebar (IP)
Ironworker Structural (IP)
Painter and Decorator (IP)
Pipeline Equipment Operator
- Dozer Operator
- Excavator Operator
- Grader Operator
- Sideboom Operator

Plasterer
Plumber (IP)
Powerline Technician (IP)
Refrigeration Mechanic (IP)*
Roofer (IP)
Sheet Metal Worker (IP)
Sprinkler Systems Installer (IP)
Steamfitter-Pipefitter (IP)
- □ Petroleum Installer Technician

Tilesetter (IP)
Water Well Driller

Production and Maintenance

Electrician (IP)*
Electronics Assembler
Industrial Instrument Technician (IP)
Industrial Mechanic (Millwright) (IP)*
Machinist (IP)
Refrigeration Mechanic (IP)*
Rig Technician (IP)
- Motorhand (Level One)
- Derrickhand (Level Two)
- Driller (Level Three) (IP)

Steel Fabricator (IP)
Welder (IP)
- □ Semiautomatic Welding Production Operator

Motive Repair

Agricultural Machinery Technician (IP)
Aircraft Maintenance Engineer Technician
Automotive Service Technician (IP)
Heavy Duty Equipment Mechanic (IP)
Motor Vehicle Body Repairer (IP)
- □ Motor Vehicle Body Refinisher (IP)

Partsperson (IP)
Truck and Transport Mechanic (IP)

□ *Represents a sub-trade or endorsement*
• *Represents a journeyperson certificate in the trade specialty*
* *The designated trade is part of more than one industry sector*
(IP) This trade or sub-trade is recognized with the Red Seal interprovincial status
[1] *The horticulture technician trade was designated as an IP trade as of August 3, 2011. As this change in status occurred during the 2011-12 year, this trade will not be considered as being IP for the 2010-11 reporting year.*

Appendix G:
Definition of Terms Used in This Report

Act and Regulations: *The Apprenticeship and Trade Certification Act 1999* and regulations are the authority under which the program operates.

Apprentice: An individual who is working in a designated trade and has signed a contract of apprenticeship with his or her employer and the Apprenticeship and Trade Certification Commission. Note: Apprentices are not students. They are employees in a trade in which they are acquiring skills.

Apprenticeship Training: A system of training that has two main components: workplace training and technical training. The apprentice, the employer or joint training committee, and the Director of Apprenticeship sign a contract of apprenticeship. Apprentices learn the knowledge and skills associated with a trade through workplace training which is supervised by a certified journeyperson, combined with technical training. Upon completion of the final level of training, apprentices are eligible to write the journeyperson examination.

Certificate of Completion of Apprenticeship: A certificate issued to an apprentice who has completed the prescribed apprenticeship term for their designated trade; has successfully completed all levels of technical training required; has met all requirements for the Journeyperson Certificate of Qualification; and, has submitted a record book to the Commission in designated trades which require a record book.

Compulsory Apprenticeship: An individual must be an apprentice or a journeyperson to work in the trade. There are four compulspry apprenticeship trades in Saskatchewan: Electrician, Plumber, Refrigeration Mechanic and Sheet Metal Worker.

Designated Trade: An occupation designated under *The Apprenticeship and Trade Certification Act, 1999.* Designation of an occupation means that legislated rules apply; and that standards, technical training and certification examinations are established.

Interprovincial Standards Red Seal Program (Red Seal): A national certification program that assists workers seeking employment in any province/territory in Canada.

Journeyperson: An individual who has worked at a trade for several years, passed all examinations, and has been issued a Journeyperson Certificate of Qualification from the Saskatchewan Apprenticeship and Trade Certification Commission.

Journeyperson Certificate of Qualification: A certificate issued to a person pursuant to Section 29 of *The Apprenticeship and Trade Certification Commission Regulations.*

Learner's Certificate: A certificate in a designated trade issued to an applicant who has met the eligibility requirements set by the Commission and trade regulations.

Proficiency Certificate: A certificate is issued to reflect an individual's ability in a significant area of their trade.

Saskatchewan Apprenticeship and Trade Certification Commission (SATCC or the Commission): SATCC is responsible for administering the programs for apprenticeship training, trade certification, upgrading for non-journeypersons and updating for journeypersons.

Sub-trade: A branch of a designated trade that is recognized for training and certification purposes.

Tradesperson: An individual who is working at one of the designated trades, but is not an apprentice or a journeyperson.

Updating: Training designed to enhance the skills of an individual who already holds journeyperson status.

Upgrading: Training designed to assist a tradesperson in preparing for journeyperson certification.

Voluntary Apprenticeship: Workers are encouraged to take apprenticeship training or attain journeyperson certification, but it is not a mandatory requirement to work in the trade.

Work (Workplace) Experience: Also known as "experiential learning." The experience an individual gains on a job site learning the skills and performing the actual tasks involved in the work of the trade/occupation.

Appendix H:
Saskatchewan Apprenticeship and Trade Certification Commission Offices

Head Office

Saskatchewan Apprenticeship and Trade
Certification Commission
2140 Hamilton Street
Regina SK S4P 2E3

Phone: (306) 787-2444
Fax: (306) 787-5105
Toll-free: 1-877-363-0536
Email: apprenticeship@gov.sk.ca
Website: www.saskapprenticeship.ca

Regional Offices

Apprenticeship and Trade Certification
Commission
Estevan Regional Office
Box 5000
130 - 255 Spruce Drive
Estevan SK S4A 2V6

Apprenticeship and Trade Certification
Commission
Mistasinihk Place
Box 5000
1328 LaRonge Avenue
La Ronge SK S0J 1L0

Apprenticeship and Trade Certification
Commission
Moose Jaw Regional Office
W.G. Davies Building
Room 222, 110 Ominica Street West
Moose Jaw SK S6H 6V2

Apprenticeship and Trade Certification
Commission
North Battleford Regional Office
1146 - 102 Street
North Battleford SK S9A 1E9

Apprenticeship and Trade Certification
Commission
Prince Albert Regional Office
Box 3003
141 - 15th Street East
Prince Albert SK S6V 6G1

Apprenticeship and Trade Certification
Commission
Saskatoon Regional Office
603 - 45th Street West
Saskatoon SK S7L 5W5

Apprenticeship and Trade Certification
Commission
Swift Current Regional Office
Room 521.9, 350 Cheadle Street West
Swift Current SK S9H 4G3

Apprenticeship and Trade Certification
Commission
Yorkton Regional Office
Room 302, 120 Smith Street East
Yorkton SK S3N 3V3